

D R A F T

PROJECT DIRECTIVE)  
NUMBER 67-17-B)

9 January 1959

ACCOUNTING FOR QUARTERS FURNITURE

I. PURPOSE: To provide uniform procedures for acquisition of and accounting for quarters furniture required by operational detachments.

II. RESPONSIBILITIES:

A. The detachment housing officer will be responsible for the following:

- (1) Determining and requisitioning required quarters furniture through Air Force Supply or Project channels as applicable.
- (2) Documenting and posting of transactions to housing property records.
- (3) Distribution of quarters furniture.
- (4) Maintenance of jacket files.
- (5) Performing semi-annual inventory of quarters furniture.
- (6) Securing disposition of excess or reparable items.

III. PROCEDURES:

A. Detachment housing officer:

- (1) Determine the requirements of non-expendable items. Prepare D.D. Form 1149 and submit them to [ ] office in Germany. 25X1  
Requisitions will be marked for [ ] Property will be 25X1  
received through Base [ ] and then issued to Detachment 25X1  
10-10 Housing Officer.
- (2) Initial or replacement expendable items will be procured through our liaison officer in Germany.
- (3) Requisitions will have a control number assigned, which will be posted to a A.F. Form 1120. Expendable items will have a control number assigned but will be carried as a DO NOT POST items, in

- (4) Distribution of furniture will be made as required per size of family and in accordance with Project Directives.
- (5) Each quarters will have a file jacket which will contain a housing hand receipt and other temporary hand receipts (issue slips).
- (6) Semi-annual inventory will be taken by the housing officer with the responsible person. Each inventory will be posted on a A.F. Form 1120 with an control number.
- (7) Excess items will be turned into base supply. Repairable items will also be turned into base supply and replacements will be requested per section III para 1.

IV. RECORDS:

A. The detachment housing officer:

- (1) Establish an control register as contained in Project Directive 67-3 dated 15 March 1956.
- (2) Prepare stock record card A.F. Form 1120 to reflect all transactions.
- (3) Each transaction will be made on A.F. Form 1150, which will be consolidated on to a housing hand receipt. Hand receipt are so designed to carry four (4) inventories. Each inventory new cover sheet will be made for the hand receipts with new control number to reflect the changes made on the hand receipt.

W.R.B.